

## Guide to the Pharmacist Officer's Statement (OS)

This guide is an addendum to the CCHQ Officer's Statement (OS) Form found [here](#). The OS is a one-page, bulleted document that is a summary of an officer's career highlights, focusing on what they have contributed to the mission of PHS. This document should "fill in the gaps" not apparent when reviewing an officer's [CV](#) and [ROS](#). The OS should focus on the officer's most recent work (3-5 years or since the last temporary promotion) but may include older accomplishments and impacts if they meet benchmarks for current grade.

The OS should focus on officership as it relates to the PHS mission, but officers may include a few agency accomplishments/impacts if they are related to SG/HHS initiatives or officership benchmarks. Officers may include accomplishments and impacts that earned awards for officership, but the focus should be on the work rather than the award.

Group information related to activities, such as all work related to a PAC, charter group, or deployment, together using bullets and sub-bullets. Organize information in order of most important/impactful to least important/impactful, and then in reverse chronological order (most recent first) for work that is difficult to distinguish differences in level of importance.

### Section 1: Support of PHS Commissioned Corps activities

The purpose of this section is to highlight your leadership and initiative primarily in your agency and your PHS-support activities, along with the associated impacts.

- PharmPAC and/or PHS-chartered, advisory group, or uniformed services organization activities (such as AMSUS, COA/COF): Describe membership role, specific event contribution, outcome, and region of influence (local/regional/national/international).
- Describe 1-2 most important/impactful agency contributions and associated impacts as they relate to public health and SG/HHS initiatives.
- Describe 1-2 most important/impactful trainings/certifications and how they were used to improve public health. Readiness training should be above PHS requirements; do not list FMRB courses. This can also include public health and disaster preparedness at any level.
- PHS Deployment: date, location, duration, and role. Describe any specific or notable accomplishments/impacts.
- Leadership roles in PHS Visibility: Officers who are in a leadership role in groups or organizations that emphasize PHS visibility, such as the SGET, PACE, etc. may include their accomplishments and impacts in those roles here.
- Inter-agency assignments that focus on PHS/officership work: Describe membership role, specific event contributions, outcomes and region of influence (local/regional/national/international).
- Mentorship activities, including role and organization.

### Section 2: Commitment to visibility as an officer

The purpose of this section is to show the impact of the officer's efforts to support PHS through increased visibility. What have you done that brings PHS into the public view? Think about what activities/roles you have had to wear your uniform outside of your duty station.

- Presentations and publications highlighting PHS activity: Describe title/content, audience, date and location.
- Professional membership involvement (ASHP, APhA, etc.): Describe membership role, specific event contribution, outcomes and region of influence (local/regional/national/international).
- Conference Participation (moderator/speaker/attendee) and leadership activity level (member, delegate, alternate, chair).
- Community-based public health initiative or program involvement: Describe membership role, specific event contributions and outcomes, and how this promoted PHS visibility.
- PHS Ensemble: List/describe role, performances, and estimated attendance.
- Recruitment Activities: School visits; UPOC leadership; School affiliations for preceptorship: Describe duration and extent of activities.
  - Pharmacy school visits as guest lecturer; school award presentations; career fair recruiting; UPOC involvement; precepting activities. Describe the duration and the extent of the activities.
- Community-based or PHS programs recognizing or supporting Uniformed Services (e.g. Veterans or Memorial Day Ceremonies, Wreaths Across America, school career days, and/or promotion/retirement ceremonies). Describe membership role, specific event contributions and outcomes, and how this promoted PHS visibility.

### Section 3: Visions and expectations of a career in the PHS

The purpose of this section is to encourage officers to cast a vision for how they would like to impact the future of the Corps and improve public health. This section should be focused on the future, not the past. This is a personal reflection of your own vision. Yes, aspects of the PHS mission can be tied into that but be specific and do not just make a general statement using keywords from the mission.

- Junior officers are encouraged to describe a short-, medium-, and long-term career goal in the context of advancing the PHS mission.
- Mid-career and senior officers are encouraged to use their legacy for inspiration and explain how they plan to build on their experience to produce greater public health impacts.
- Goals should focus on impacts rather than accomplishments, such as improve an aspect of public health vs. acquire a

certification, and officers are not required to include a specific plan/path for accomplishment. However, officers should avoid extremely general, unrealistic goals, such as “end the opioid epidemic”.